



**KANSAS WIC INFORMATION MEMORANDUM**  
**KANSAS-WIC-I-2015-06**

**TO:** Parent and Sub-Agencies

**FROM:** Dave Thomason  
Nutrition & WIC Services Director

**DATE:** March 13, 2015

**RE:** Welcome new employee – Janna Gunckle  
KWIC: Client Services Version 44 Training Packet – Review by March 27  
Revised Special Issuance Forms  
Training: New Employee Breastfeeding Training, Topeka, June 3, 2015  
WIC Advisory Committee: Call for Agenda Items for 4/15/2015 Meeting  
KWIC Focus – None  
Training: Educational Opportunities

**Welcome new employee – Janna Gunckle**

Please join in welcoming Janna Gunckle, who joined the WIC staff on March 2, 2015. Janna fills the Vendor Manager position vacated by Brad Iams. Janna has nearly 20 years of experience with the state. For the last 7 years she has worked in KDHE's Foster Care Program. Prior to that, Janna worked in the Children and Family Services Section at the Kansas Department of Children and Families. She is a licensed Social Worker committed to the health and well-being of children and is very excited to join the WIC team.

**KWIC: Client Services Version 44 Training Packet – Review by March 27**

The Client Services Version 44 Training Packet is posted to the Training page of the Kansas WIC website.  
[http://www.kansaswic.org/local\\_agencies/training.html](http://www.kansaswic.org/local_agencies/training.html)

**ACTION REQUIRED:** Coordinators should ensure that all staff review the packet before March 27, the date for Client Services Version 44 implementation. Please direct questions to Ashley Warren at 785-296-0093 or [awarren@kdheks.gov](mailto:awarren@kdheks.gov).

### **Revised Special Issuance Forms**

The “Special Authorization for Infants and Children” and “Special Authorization for Women” forms have been revised to reflect changes, primarily due to:

- The food package changes being implemented March 27,
- The decision to eliminate the ICD codes for Similac Sensitive for Fussiness and Gas, Similac for Spit-Up, and Similac Total Comfort. Policy [FCI 02.01.05 Infant Food Packages-Special Formulas](#) remains unchanged. Therefore, a Special Issuance Request for these formulas is still required.
- The USDA’s requirement to replace the term “medical food” with “WIC-eligible nutritionals”.

**ACTION REQUIRED:** Print revised forms from the Kansas WIC website and replace any printed blank copies in the clinic. If local doctors have a copy on file, please notify them of the revised form. Click here for the forms. [Special Authorization – Infants and Children](#) [Special Authorization - Women](#)

### **Training: New Employee Breastfeeding Training, Topeka, June 3, 2015**

Every local WIC staff person is an important part of a mother’s breastfeeding support team. The next Kansas WIC New Employee Breastfeeding Training, “Using Loving Support to Grow and Glow in WIC,” is scheduled for Tuesday, June 3, 2015 in Topeka.

**Registration is through Kansas TRAIN. <http://ks.train.org>**

**New employees should already have set up a KS-TRAIN account, but if needed, see [Using KS-TRAIN for WIC Training](#) for basic instructions to set up a new KS-Train learner account.**

- **Search for Course # 1032999.**
- **Registration deadline is May 20.**
- Cancellations received prior to the deadline will be refunded.
- Cancellations received after the deadline will not be refunded & will be billed if not paid.
- Payment is due the day of training but late payment may be arranged. Call for approval. Do not delay registering on KS-TRAIN to wait for your business office to prepare payment.

- Who should attend?
  - All WIC staff members are to complete the New Employee Breastfeeding training within one year of WIC employment. It is acceptable to wait for the next training as long as the person will have been employed in WIC for less than one year by the time they attend. “All WIC staff” means all staff members who interact with WIC clients, including Breastfeeding Peer Counselors. The training is geared for new employees. However, any staff member who has missed earlier training should attend.
  - Space permitting, non-WIC staff such as Healthy Start Home Visitors may attend at a higher registration fee.
- **The registration fee is \$25 for WIC staff and \$45 for non-WIC staff.** Continental breakfast, lunch and snacks will be provided.

- Training will last one full day. Registration begins at 8:00 AM. Sessions begin at 8:15 AM and end at 4:30 PM.
- Location: Kansas Museum of History, 6425 SW 6<sup>th</sup> Ave. General phone - 785-272-8681. Map and driving directions [http://www.kshs.org/teachers/tours/pdfs/museum\\_drive\\_park.pdf](http://www.kshs.org/teachers/tours/pdfs/museum_drive_park.pdf)
- We will apply for continuing education credit for licensed dietitians. Nurses will be provided with information to submit for individual approval.
- Those needing overnight lodging will need to make their own arrangements. Overnight lodging will only be reimbursed for staff whose normal workplace is greater than 30 miles away. See ideas for some hotels on the Topeka Convention & Visitors Bureau's website. <http://www.visittopeka.com/hotels/>
- See more details in registration information on Kansas TRAIN.

The next New Employee Breastfeeding Training will be scheduled in November of 2015 in Wichita. Coordinators may choose to wait and send new employees to the next training as long as the person will have been employed in WIC for less than one year by the time they attend.

**ACTION REQUIRED:** Inform appropriate staff. As appropriate, register for the 2015 New Employee Breastfeeding Training in Topeka by May 20. Contact Patrice Thomsen at [pthomsen@kdheks.gov](mailto:pthomsen@kdheks.gov) or 785-296-1189 with questions or the need to register late.

#### **WIC Advisory Committee: Call for Agenda Items for 4/15/2015**

- As previously announced, the next WIC Advisory Committee conference call is April 15, 2015 at 10:00 AM. **Please submit agenda items to your WAC representative or Patrice Thomsen by March 31, 2015.** You can find your representative name and contact information on the [WIC Advisory Committee](#) page of the Kansas WIC website. As a reminder, questions about policy implementation should be directed to your agency's assigned state staff member.

**ACTION REQUIRED:** Read minutes as desired. Submit agenda items by March 31, 2015.

#### **KWIC Focus –**

There is no March *KWIC Focus*. All staff should read the KWIC Client Services Version 44 Training Packet as stated above.

#### **Training: Educational Opportunities**

- Reminder (from October I-memo): There will be no Kansas WIC Conference in 2015. The next conference will be a statewide conference in the spring of 2016. Clinics are encouraged to consider using budgeted funds to send WIC staff to other appropriate training opportunities.
- The National WIC Association Annual Education and Networking Conference & Exhibits will be at the Westin Bonaventure Hotel in Los Angeles, CA, May 16 - May 20, 2015. This Conference will offer an excellent opportunity to acquire new skills and to network with an estimated 1,000 of your peers, colleagues and exhibitors who provide WIC related products and services for your participants. The conference will also offer an opportunity for attendees to hear from USDA officials and to dialogue on relevant updates and challenges that the program faces.

For the rest of the conference, you will have the opportunity to choose from over 30 general and concurrent sessions that are sure to expand your professional skills and knowledge base.

Registration is not available yet. Check here for updates: <https://www.nwica.org/events/info/2015-annual-education-and-networking-conference-exhibits>

- Certified Lactation Educator training April 22 – 24, Goodland, KS. There is special WIC pricing and early bird pricing until March 9. The course can be taken with or without CLE certification. Find more information [here](#). Registration and other information were attached in the January I-Memo.
- Inaugural SWKS Breastfeeding Coalition meeting. Friday, April 17<sup>th</sup>, 9:30 am to 11:30 am at Breastfeeding Clinic of St. Catherine Hospital – Suite 206, Medical Office Building, 310 E. Walnut, Garden City, KS. This meeting will target those interested from the Southwest KS region – come meet other regional partners, share ideas and current projects.
- Breastpump Information Meeting, Wednesday April 22, 9 am at the Lawrence-Douglas County Health Department, 200 Maine St. Ste B, Lawrence, KS. Agenda – demonstration by Medela representative of Lactina and/or Symphony hospital grade pumps, demonstration of WIC personal use pump, review of 2-phase pump technology, review of Medela breastpump literature, discussion of the Affordable Care Act – when and where to refer moms to obtain a pump. RSVP to Linda Rippetoe at [lrippetoe@ldchealth.org](mailto:lrippetoe@ldchealth.org)
- Kansas WIC New Employee Breastfeeding Training - “Using Loving Support to Grow and Glow in WIC”. All new employees are required to attend Loving Support training. WIC Coordinators may choose to wait and send new employees to the nearest training, as long as the person will have been employed in WIC for less than one year by the time they attend.
  - Topeka – Wednesday, June 3, 2015. See registration information elsewhere in this I-memo.
  - Wichita – November, 2015. (exact date to be determined)
- An online breastfeeding continuing education tutorial titled: “Expanding Pediatricians' Roles in Breastfeeding Support Continuing Medical Education (CME) Online Tutorial” is available. There is no charge for this tutorial. To access the program, click on or cut and paste this link into your browser: <http://www.northeastern.edu/breastfeedingcme/index.html>

**ACTION REQUIRED:** Share information with appropriate WIC staff about these continuing education opportunities. WIC staff is encouraged to attend additional nutrition and breastfeeding trainings and conferences. Consider sending appropriate WIC staff to trainings and conferences according to your local agency training needs and as the local agency budget allows. The SA encourages WIC staff, if appropriate, to also obtain funding through - [ADM 11.02.00 Financial Support for Local Agency On-Going Training](#). This policy provides information on the possibility of obtaining financial support from the SA for additional training. Be aware that the policy specifies that staff time is not covered in these special funds. Appropriate staff time would be covered under regular WIC funds or other county funds as approved by supervisor. If additional regular WIC funds are needed for staff time, contact your SA lead for guidance.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.